

Privacy Policy of NEXLER Sp. z o.o. with its registered office in Gdynia

This document explains on what terms, for what purposes, to what extent and for what period of time we process data provided to us or collected by us about individuals. The Privacy Policy also contains information on what rights individuals whose data we process have and how they can contact us to exercise those rights.

The Privacy Policy is updated periodically and is subject to periodic review. Any archived versions of the Privacy Policy are available at the website www.nexler.com.

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I. Personal data protection policy

1. PERSONAL DATA CONTROLLER

The controller of the personal data is NEXLER Sp. z o.o. with its registered office in Gdynia, ul. Łużycka 6, entered into the Register of Entrepreneurs of the National Court Register under KRS number 0000063616, REGON: 191528483, NIP: 5862073821, share capital PLN 7,772,500.00, court of registration: District Court Gdańsk-Północ in Gdańsk VIII Commercial Division (hereinafter: "**NEXLER**" or "**Controller**").

2. PERSONAL DATA OFFICER

Any questions or requests regarding the processing of personal data can be addressed to our designated Data Protection Officer:

- DPO – Paweł Dudek

- address: 81-537 Gdynia, ul. Łużycka 6
- e-mail: Personal Data Protection: iod@nexler.com
- telephone: 58 781 45 85

3. PROCESSING OF PERSONAL DATA

This policy concerns the processing of personal data of the Users:

- of NEXLER websites, i.e. www.nexler.com and other websites which are dedicated to NEXLER products (hereinafter: "**website**", "**websites**" or "Service");
- using NEXLER training platforms
- undertaking contact with NEXLER in connection with the company's offer.

Personal data is any information relating to an identified or identifiable natural person ("data subject") within the meaning of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC General Data Protection Regulation (hereinafter: "**GDPR**").

All personal data is collected and processed by the Personal Data Controller – NEXLER sp. z o.o., in accordance with the GDPR and the Act of 18 July 2002 on the provision of electronic services and the Act of 16 July 2004 Telecommunications Law.

The provision of personal data in the forms available on the NEXLER websites is voluntary.

Nevertheless, the provision of personal data is necessary in order to be able to contact the Technical Department via the contact form or to enrol in training courses organised by NEXLER. It is then also compulsory to read the provisions of the relevant terms of service and to declare knowledge and acceptance of their contents.

In any case, NEXLER will only collect personal data the transmission of which is necessary for the purpose in question. The data submitted is protected from access by third parties and processed by NEXLER only for the purposes specified in the individual forms.

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4. SCOPE OF PROCESSING OF PERSONAL DATA AND METHOD OF OBTAINING IT, PURPOSE OF PROCESSING OF PERSONAL DATA

Personal data is processed in connection with the User's use of the services offered by NEXLER.

The manner and extent of processing is determined by the type of User activity in question.

For example, in connection with a telephone contact undertaken by the User or correspondence addressed to NEXLER by post, email, social media or using contact forms available on the website, it will be data indicated by the User e.g. name, telephone number, email address, mailing address, information about preferences regarding the services provided.

For the purpose of concluding and performing contracts, NEXLER acquires User data, such as: name and surname, telephone number, e-mail address, correspondence address and address of residence, information on preferences concerning provided services, NIP numbers, data necessary to issue a VAT invoice, including bank account numbers and data of persons cooperating with the counterparty (e.g. employees) indicated by the counterparty for contact.

If the User agrees, their personal data may also be processed for direct marketing purposes. NEXLER is also able to undertake marketing activities based on its legitimate interest.

In addition, on the website, NEXLER collects information contained in system logs (e.g. IP address). It is used for technical purposes related to server administration. IP addresses are also used to collect general statistical demographic information about visitors to the aforementioned websites, statistics that help understand how Website Users use particular websites, to improve the structure and content of the Website, to differentiate between unique users, to measure the effectiveness of marketing campaigns conducted on behalf of NEXLER, for example in Google's advertising network, in partner programmes and on external websites, and for the purpose of providing Users with advertising content tailored to their interests, including profiling of advertisements displayed on external websites, as well as for billing the Partners for advertising services based on various activities of the User and for specific actions, i.e. actions performed by the User who reached the Website through an advertisement, also implemented on external websites in the case of profiled advertising. If personal data is included in the above-mentioned files, the legal basis for the processing of this data is the User's consent pursuant to Article 6(1)(a) of the GDPR.

Personal data is also processed for the following purposes:

- complying with a legal obligation incumbent on the Controller, e.g. the obligation to store personal data for a certain period of time (e.g. accounting records), to collect information in order to identify or verify an individual, to transmit data to authorised bodies or entities (e.g. the police, the public prosecutor),
- resulting from legally justified interests pursued by the Data Controller or by a third party, e.g. the establishment, assertion and defence of claims, direct marketing of

our own products or services, monitoring of user activity or profiling of Users' needs on the websites.

The Controller does not process personal data based on automated decision-making processes.

5. USERS' RIGHTS

Any User may contact NEXLER directly to request: access to the content of their data, rectification, erasure, restriction of processing or to obtain a copy of their data, as well as to object to the processing of data concerning them, and to exercise data portability.

The rights listed are understood to mean:

- **Right of access** – the ability to obtain information about the User's personal data processed by NEXLER.
- **Right of rectification** – if they are inaccurate or incomplete, the User is entitled to correct or supplement their personal data.
- **Right to erasure of data** – the ability to erase data to the extent permitted by applicable law. The Controller is entitled to refuse to carry out an instruction if the processing is necessary for the fulfilment of a legal obligation or if the processing is necessary for the performance of a contract.
- **Right to data portability** – at the User's request and where technically feasible, NEXLER will transfer the User's personal data to another entity of the User's choice.
- **Right to restrict processing** – the ability to request that the processing of your personal data held by NEXLER be restricted or stopped. The request may cover a specific period of time or be unlimited in time. The Controller is entitled to refuse to carry out an instruction if the processing is necessary for the fulfilment of a legal obligation or if there are valid and legitimate reasons for the refusal.
- **Right to object** – the reasons for objecting should relate to the specific situation and be related to the processing on the grounds of legitimate interest. NEXLER will cease processing personal data unless it can demonstrate valid and legitimate reasons for refusal. In certain circumstances, the User has an unconditional right to object, for example in the context of direct marketing activities.
- **Withdrawal of consent** – a User who has consented to the processing of their personal data for a specific purpose may withdraw their consent at any time. The withdrawal of consent does not affect the lawfulness of the processing carried out on the basis of consent before its withdrawal.

In order to exercise their rights concerning the processing of personal data, each User whose data is processed by NEXLER may contact the Data Controller: by telephone at telephone number: 58 781 45 85, by e-mail to iod@nexler.com, and also by traditional post at: NEXLER sp. z o.o., ul. Łużycka 6 81 -537 Gdynia noting GDPR.

The User also has the right to lodge a complaint with the President of the Personal Data Protection Office if they consider the processing of personal data concerning them to violate the provisions of the GDPR.

6. PROFILING OF PERSONAL DATA

Users' personal data processed by NEXLER is subject to ordinary profiling. NEXLER does not make decisions regarding Users based on automated processing, including profiling, and decisions that may produce legal effects or similarly significantly affect Users.

The profiling relates in particular to: place of residence, geolocalisation, qualification into a relevant age group, shopping preferences of a specific type, in order to provide Users with advertising content tailored to their interests. The effect of profiling is to tailor the Controller's marketing offer to the Users' needs.

7. PROTECTION OF PERSONAL DATA PROCESSED

The set of collected personal data is treated as a high-security database, stored on a server secured against both remote (IT) and physical access. NEXLER has implemented appropriate technical and organisational measures to ensure a level of security appropriate to the risk of infringement of Users' rights and freedoms. In addition, all persons processing Users' personal data have the appropriate authorisations issued by the Personal Data Controller, in accordance with Article 29 of the GDPR.

Sensitive data – in particular passwords of all kinds – are transmitted via SSL encrypted protocol.

8. SHARING OF PERSONAL DATA, PROTECTION OF TRANSMISSIONS

As a general rule, NEXLER does not share Users' personal data with third parties unless:

- The User agrees to this,
- Sharing is necessary for the performance of a legal obligation incumbent on the Controller,
- Transfer of the User's data is part of the service we provide to the User,
- When carrying out data processing tasks, we use subcontractors to whom we entrust the User's data for processing in order to assist us in such a task, e.g. in storing or destroying data, in providing technical support to our equipment, etc.

In addition, personal data of persons directly involved in the sales process (e.g. data of persons authorised to receive deliveries) and/or, in the case of consent being given in the information system provided by the NEXLER sales representative, are transferred to: Sri Lanka, i.e. a third country, in which we provide for accurate safety measures for your personal data with standard data protection clauses approved by the European Commission. The recipient of your data in the above-mentioned third country is IFS SRI LANKA LTD, 501 Galle Road; Colombo 06, Sri Lanka, to which our processing entity (Industrial and Financial Systems Central and Eastern Europe Sp. z o.o.) entrusts processing of personal data, because the company in the third country provides maintenance services for an IT system used for sale records. At any time the User has the right to request a copy of their personal data transferred to the third country.

Personal data is not transferred to international organisations.

II. Cookie policy

1. COOKIES

The Service does not collect any information automatically, with the exception of the information contained in cookies and system logs (e.g. IP address). Cookies are IT data, in particular text files, which are stored in the Service User's end device and are intended for the use of the Websites. Cookies usually contain the name of the website from which they originate, the length of time they are stored on the end device and a unique number. NEXLER Sp. z o.o. and the operator of the www.nexler.com Services is the entity placing cookies on the end device of the Service User and gaining access to them.

2. PURPOSES FOR WHICH COOKIES ARE USED

NEXLER uses cookies for the following purposes:

- adapting the content of websites to the User's preferences and optimising the use of websites; in particular, these files allow for the recognition of the User's device and the appropriate display of the website, adapted to the User's individual needs;
- compiling statistics which help to understand how Users use the websites so that their structure and content can be improved;
- maintaining a User session (after logging in), thanks to which the User does not have to re-enter their login and password on each sub-page of the Website.

3. TYPES OF COOKIES

The Website uses two main types of cookies: session cookies and persistent cookies. Session cookies are temporary files that are stored on the User's end device until the User logs out, leaves the website or switches off the software (web browser). Persistent cookies are stored on the User's end device for the time specified in the parameters of the cookies or until they are deleted by the User.

The following types of cookies are used within the Website:

1. "necessary" cookies to enable the use of services available on the Website, e.g. authentication cookies used for services requiring authentication on the Website;
2. cookies used for security purposes, e.g. used to detect misuse of authentication on the Website;
3. "performance" cookies, enabling the collection of information about the manner of use of the Website;
4. "functionality" cookies, enabling "remembering" the User's chosen settings and personalising the User's interface, e.g. with regard to the User's chosen language or region of origin, font size, website display etc.;
5. "marketing" cookies which allow the User to be provided with personalised advertising content, to analyse the effectiveness of marketing campaigns and to track the User's activity on the Website and on the Internet in order to tailor advertising to the User's interests.

4. HANDLING OF COOKIES – HOW TO DISABLE COOKIES

In many cases, the web browsing software (web browser) allows cookies to be stored on the User's end device by default. Users of the Website can change their cookie settings at any time. These settings can be changed, in particular, in such a way as to block the automatic handling of cookies in the settings of your web browser or to inform the User each time they are placed in the device of a User of the Service. Detailed information on the possibility and methods of handling of cookies is available in the settings of your software (web browser). The Operator of the Website informs that restrictions on the use of cookies may affect some of the functions available on the Website. More information on cookies is available in the "Help" section of your browser menu.

If you do not want cookies to be stored on your device, you can change your browser settings, e.g:

Mozilla Firefox: [HELPDESK](#)

Microsoft Edge: [HELPDESK](#)

Google Chrome: [HELPDESK](#)

Opera: [HELPDESK](#)

Apple Safari: [HELPDESK](#)